

City of Suffolk HISTORIC LANDMARKS COMMISSION



April 13, 2023

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, April 12, 2023
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING



AGENDA

Historic Landmarks Commission Meeting

Thursday, April 13, 2023

9:00 a.m.

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- I. Call to Order
 - II. Roll Call
 - III. Approval of Minutes
 - IV. Update on Historic District Guidelines and Ordinance Text Amendment
 - V. Staff Reports
 - A. Property Maintenance Update
 - B. Zoning Update
 - C. Administrative Approvals
 - VI. Announcements
 - VII. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
January 12, 2023
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, January 12, 2023, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
William Bissell
Susan Coley
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer

STAFF:

Keith Cannady, Senior Planner
Erin Dears, Planner I
Sean Dolan, Assistant City Attorney
Jennifer Cobb, Zoning Administrator
Susan Dillard, Property Maintenance Official
Marion Riddick, Planning Technician

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2022-00029, submitted by Gerry Jones, applicant, on behalf of the City of Suffolk, property owner, for exterior alterations at property located at 150 N. Main Street. The property is further identified as Zoning Map Number 34G18(A)*256*257*258, Suffolk Voting Borough, zoned CBD, Central Business zoning district, and HC, Historic Conservation Overlay District.

The staff report was presented by Erin Dears, Planner I. The subject property is located at 150 N Main Street and is part of the East Washington Street District of the Suffolk Historic Conservation Overlay District. The applicant is proposing to install an 8-foot tall black metal decorative security fence with three gates around a portion of the parking lot located at the rear of the parcel. The proposed fence and gates will match others located throughout the district such as police

headquarters across the street, one located up the road at fire and rescue station 1, and another right outside city hall. The applicant's application states that they will mirror the districts existing fence and gates in color, design, and height. The applicant has stated that the sheriff's department, including the judges parking area, is having trouble finding parking as pedestrians are parking in their reserved spaces as well as having some security concerns that the fence will help to address. Staff has reviewed the Unified Development Ordinance and the Historic District Guidelines and finds that the applicant's proposal takes into consideration the design elements and overall district considerations and while in most cases an 8-foot tall fence would not be appropriate within the district, it was determined by our zoning administrator that the fence could be permitted for safety and security purposes as it has been in several other locations within the district.

Based on the previous findings-of-fact, staff recommends **approval** for Certificate of Appropriateness, HLC2022-00029, with the conditions noted below.

- Installation of an eight (8) foot tall black metal decorative security fence and three gates, location of fence and gates to align with specifications as shown in supporting documentation for HLC2022-00029.
- The gates shall match the fence in design, color, and material. The gates shall not block the sidewalk or impede pedestrian traffic.
- Any additional improvements shall require a separate Certificate of Appropriateness.
- All required building and zoning permits shall be obtained from the City of Suffolk.

The public hearing was opened, and the applicant, Mr. Gerry Jones, Director of Capital Programs, spoke in favor of the application reiterating the safety concerns for the sheriff's department staff and judges who park in that location and enter the rear of the building. The fence would create a larger secure perimeter for staff.

There were no other speakers who spoke in favor or opposition of the application.

Commissioner Bailey made a motion for the approval of the Certificate of Appropriateness, HLC2022-00029, as recommended by the staff. The motion was seconded by Commissioner King. The motion passed with a vote of 7-0.

STAFF REPORTS:

Enforcement Update:

Susan Dillard, Property Maintenance Official, reported on the following properties:

- 342 N. Main St - court – new summons issued for 02/02/2023
- 363 E. Washington St – structure to be demolished by the owner – waiting for gas cut-off

- 223 Bank St – property in violation– notice of violation was sent to the owner – NC address and the Midland Bank
- 219 Clay St – owner is continuing to make progress on the property
- 112 W. Washington St - vacant structure - owner given extension to repair – no repairs to structure - property for sale - extension granted until February
- 374 E. Washington St – court hearing 01/05/2023 – summons was reissued to a different address

Zoning Update:

Jennifer Cobb, Zoning Administrator, reported on the following properties:

- 201 Bosley Ave – violation - agriculture animals in the RM zoning district as well as having a fence without a permit - notice of violation sent

Historic Guidelines Update

Keith Cannady updated the Commissioners on the progress of the draft of the Historic District Guidelines. Mr. Cannady informed the Commissioners that the draft of the guidelines has been reviewed by the Virginia Department of Historic Resources and received a positive response to continue with the review and adoption process. Mr. Cannady recommended using February's Historic Landmarks Commission meeting as a work session to go through the draft document to get additional input and any questions or concerns from the Commissioners. He informed the Commissioners that February's work session could last about an hour. A copy of the guidelines was given to each of the Commissioners along with a copy of the draft of the ordinance amendment. Mr. Cannady advised the Commissioners that if they had any questions or concerns after reviewing the draft that they could reach out to him as well as Erin Dears.

Announcements

Keith Cannady asked the Commissions if they had a preference on receiving their packet digitally or a hard copy. Commissioner Bissell and Commissioner Shaffer both agreed that they would like to receive a PDF of the packet. Further discussion will resume at a later time.

Adjournment

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



January 12, 2023

Motion: To accept staff's recommendation for the approval of the Certificate of Appropriateness for HLC2022-00029

1st: Bailey
2nd: King

Vote: 7-0

Motion:

1st:
2nd:

Vote

Motion

1st:
2nd:

Vote

COMMISSIONERS	ATTENDANCE		HLC2022-00029					
	PRESENT	ABSENT	YES	NO	YES	NO	YES	NO
Bailey, George, Vice Chairman	X		X					
Bissell, William N.	X		X					
Coley, Susan	X		X					
Draper, Merritt	X		X					
Hobbs, Oliver, Chairman	X		X					
King, Edward L.	X		X					
Shaffer, Brian	X		X					
Turner, Vivian		X						



MINUTES
HISTORIC LANDMARKS COMMISSION
March 9, 2023
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, March 9, 2023, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
William Bissell
Susan Coley
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer
Vivian Turner

STAFF:

Keith Cannady, Comprehensive Planning
Manager
Erin Dears, Planner I
Sean Dolan, Assistant City Attorney
Jennifer Cobb, Zoning Administrator
Marion Riddick, Planning Technician

The work session was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

Update on Historic District Guidelines

Mr. Cannady informed the board that the purpose of today's work session is to discuss the draft of the guidelines and zoning ordinance amendment and to answer any questions or concerns as we move forward to the adoption of the guidelines. Mr. Cannady began the session with a powerpoint presentation on the Historic District Design Guidelines and Zoning Ordinance Amendment. Mr. Cannady informed the Commissioners that the guidelines were created with the expertise of our consultant group, the Commonwealth Preservation Group, the Virginia Department of National Park Service (NPS) Standards and the Virginia Department of Historic Resources. Mr. Cannady also informed the Commission that the guidelines were also created with the assistance of the Zoning Staff, Property Maintenance Staff, and the City Attorney's Office.

Mr. Cannady walked the board through the draft of the Historic District Guidelines asking the board if they had any questions after each chapter. The draft is designed to answer any questions

that the public may have such as when a certificate of appropriateness is needed and explains what it means to be “visible from the right of way”. It also describes the process for documenting the condition of the existing material, the need for replacement and the characteristics to look for in the replacement material. These are just a few of the items explained in the draft of the Historic District Guidelines.

Mr. Cannady informed the board that the guidelines should guide and not regulate. Regulation comes from the ordinance and the National Park Service (NPS) Standards. Mr. Cannady informed the board that replacement materials are improving over time and we are regulating the appearance of the material from the street. The materials are getting better for the historic district. They are less expensive and more appropriate. Manufacturers are seeing what the market requires in the historic district and are producing it and over time the cost is coming down. Mr. Cannady informed the board that we are also relying on the guidelines and the ordinance as the materials improve and meet the conditions. We are in a position to review the material completely and consistently with the guidelines and regulations.

The Commissioners were helpful in giving Mr. Cannady suggestions on how to make the Historic District Guidelines visually appealing. The feedback from the board is that the images are too dark and recommended lighting up those images to make it easier to see. A background color that was suggested was a bluish gray. Making some of the pages more simplistic and the font larger was also a suggestion by the board. Having an index that shows where in the document the key terms can be found is helpful as well. Mr. Cannady welcomed each of the suggestions in order to provide good quality for the physical copy as well as the digital copy posted on the website. Commissioner Shaffer was able to check the links within the draft on the website using his cellphone, and they were not working. Mr. Cannady informed the board that he will check into the web links.

Commissioner Coley was concerned with the board being able to have more hands on materials at the meetings so that they would be able to vote knowing what is acceptable and not acceptable since windows, roofs and siding are three of the biggest items that require action from the board.

Mr. Cannady moved on to the Proposed Zoning Ordinance Amendment for the Historic Conservation Overlay District. Mr. Cannady informed the board that it is the same policy guidance process that we follow with regard to updating the guidelines. These amendments are broken down into two categories. The first type are the amendments that make sure that we call things consistently, and we refer to the latest update and documents. The second type of amendment is the substantive amendments. These amendments are characterized as finding ways to do an administrative review versus action by the board. It relies on finding suitable replacement material and separating major actions from minor actions in terms of the actions of staff. Mr. Cannady informed the board that it has been recommended that we change the way we regulate color. Per

the consultants and Department of Historic Resources (DHR), regulating the repainting of a painted surface is much less a concern of many local Historic Landmark Commissions around the country and around the state. Mr. Cannady informed the board that we are recommending to discontinue regulating the paint color for repainted surfaces; however, we will continue to regulate color for replacement material.

Mr. Cannady informed the board that the sign regulations have also changed around the country due to Supreme Court decisions where we are no longer regulating content, although, we want to be consistent with the underlying zoning requirements for signs.

Mr. Cannady explained to the board that we are proposing the amendments to the zoning ordinance as part of the project and asking for the board's support of these amendments together with the guidelines. He informed the board of the review and approval process as follows:

The Historic Landmarks Commission approval is on March 9th and May 11th

Planning Commission Recommendation on June 20th and July 18th

City Council Adoption on August 16th

Lastly, Mr. Cannady informed the board of the community meeting with the property owners that is scheduled for March 28th at 6:00 p.m. The flyers were mailed out to all the property owners in the district inviting them to the meeting. Staff will be there to answer any questions and to get their input before the adoption of the guidelines. The public notice concerning this community meeting is scheduled to run in the Suffolk News Herald on Sunday, March 19th.

Mr. Cannady informed the board that the meeting on May 11th is scheduled to be a two-hour meeting since we have the 4 year audit that day as well.

Commissioner Draper wanted to know why the fines for zoning violations were going in a general fund and if those could be used to help people in special circumstances that need assistance. This is a discussion that will be continued at a later date.

There being no other business, the meeting was adjourned.

HLC PROPERTY MAINTENCE CODE ENFORCEMENT UPDATE

APRIL 2023

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • PEELING PAINT • DETERIORATED ROOF • DETERIORATED PORCH • DETERIORATED EXT WALLS 	OWNER IS DECEASED
363 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • MAJOR STRUCTURAL DEFICIENCIES • UNSAFE STRUCTURE/CONDEMNED 	BUILDING DEMOLISHED BY OWNER
223 BANK ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • WINDOWS DAMAGE • ROOF DAMAGE • DETERIORATED EXTERIOR WALL • INTERIOR SURFACE DAMAGE • DETERIORATED PORCH 	PROPERTY STILL IN VIOLATION NOV WAS SENT TO THE OWNER NC ADDRESS AND THE MIDLAND BANK
219 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF DAMAGE • EXTERIOR WALL DAMAGE • BROKEN WINDOWS • INTERIOR DAMAGE 	PROPERTY STILL IN VIOLATION. OWNER HAS <u>NOT</u> SUBMITTED REPORTS REQUIRED TO OBTAIN PERMITS. SUMMONS ISSUED FOR 05/04/23
112 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ELEVATORS IN DISREPAIR • INTERIOR WALL DAMAGE • BROKEN WINDOWS • FIRE / ELECTRICAL VIOLATIONS 	VACANT STRUCTURE – NO REPAIRS TO STRUCTURE PROPERTY FOR SALE SUMMONS ISSUED FOR 05/04/23
374 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF COLLAPSE • INTERIOR STRUCTURAL MEMEBERS • UNSAFE STRUCTURE 	COURT - HEARING 01/05/2023 SUMMONS HAD NO SERVICE SUMMONS REISSUED FOR 05/04/23 STRUCTURAL ENGINEER TO INSPECT STRUCTURE 04/13/23
CHESTNUT ST SWEEP	<ul style="list-style-type: none"> • 10 PROPERTY MAINTENANCE • 3 INOPERATIVE VEHICLES 	NOTICE OF VIOLATIONS WERE SENT CERTIFIED MAIL TO OWNERS LISTED ON FILE
NORTH ST SWEEP	<ul style="list-style-type: none"> • 1 PROPERTY MAINTENANCE • 4 INOPERATIVE VEHICLES 	NOTICE OF VIOLATIONS WERE SENT CERTIFIED MAIL TO OWNERS LISTED ON FILE

PINE ST SWEEP	<ul style="list-style-type: none"> • 7 PROPERTY MAINTENANCE • INOPERATIVE VEHICLES 	NOTICE OF VIOLATIONS WERE SENT CERTIFIED MAIL TO OWNERS LISTED ON FILE
CLAY ST SWEEP	<ul style="list-style-type: none"> • 1 PROPERTY MAINTENANCE • INOPERATIVE VEHICLES 	NOTICE OF VIOLATIONS WERE SENT CERTIFIED MAIL TO OWNERS LISTED ON FILE
SARATOGA ST SWEEP	<ul style="list-style-type: none"> • PROPERTY MAINTENANCE • INOPERATIVE VEHICLES 	NOTICE OF VIOLATIONS WERE SENT CERTIFIED MAIL TO OWNERS LISTED ON FILE

Zoning
Case Activity Report
April 2023

<i>LOCATION</i>	<i>VIOLATION(S)</i>	<i>JUDGEMENT</i>	<i>INSPECTOR</i>
201 BOSLEY AVE	FENCE WITHOUT PERMIT AND NO COA	SUMMON SENT: 4/6/2023	LISA MARSHALL
111 LINDEN AVE	EXTERIOR REPAIRS TO PORCH WITH NO COA	NOV SENT 8/31/2020	LISA MARSHALL

ADMINISTRATIVE APPROVAL

January 5, 2023 to April 4, 2023

FILE NUMBER	ADDRESS	CONDITIONS	APPROVAL DATE
HLC2023-00001	210 Pearl Street	Windows	01/06/2023
HLC2023-00002	363 E. Washington Street	Fence	01/13/2023
HLC2023-00003	110 W Finney Ave	Pergola improvements	03/6/2023
HLC2023-00004	131 Clay Street	Roof replacement	03/13/2023
HLC2023-00006	341 N. Main Street	Roof maintenance	03/24/2023
HLC2023-00008	412 N. Main Street	Awning and sign	03/27/2023

